



Sixth Form Bursary Policy and Application Form

Guidelines 2020-21

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. A student must be aged 16 or over but under 19 at 31st August 2020 to be eligible for help from the bursary fund in the 2020 to 2021 academic year.

There are 2 types of 16 to 19 bursaries:

- Vulnerable Groups Bursary
- Discretionary Bursary

Vulnerable Groups Bursary

The defined vulnerable groups are students who are:

- In care.
- Care leavers.
- Receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

Students need to provide proof that they are eligible for the Vulnerable Groups Bursary. A copy of this documentation will be retained for our records. This is as follows:

- Written confirmation from the Local Authority of their current or previous looked-after status.
- A copy of their Universal Credit award notice (in the student's name).
- A copy of their Universal Credit claim from DWP and evidence of their Disability Living Allowance.

Discretionary Bursary

Discretionary Bursary awards are to help students with the cost of travel, to buy essential books, equipment or specialist clothing (such as protective overalls, for example). These are items the student would otherwise need to pay for in order to participate. The bursary fund is not intended to provide learning support - services that institutions give to students - for example, counselling or mentoring, or to support extra-curricular activities where these are not essential to the students' study programme.

Students are eligible for the Discretionary Bursary if their household income is below £25,000 and/or if there are other circumstances, such as distance to travel from the institution, the number of dependent children in the household or if a student is a young carer which would affect their ability to fund the costs as listed above. The Head of Sixth Form has the ability to use their discretion to award bursary funds in the case of exceptional circumstances.

Students need to provide proof that they are eligible for the Discretionary Bursary. A copy of this documentation will be retained for our records. One of the following is required as proof of income:

- If a household receives Universal Credit, then three months' statements must be provided as evidence of income.
- A copy of the most recent P60.
- Certified letter from the DWP.
- Self-Employment Income evidence.
- HMRC tax Credit Award Notice or similar.
- Letter from the Jobcentre Plus confirming benefits.

Payment of Bursaries

Bursaries will be payment in-kind rather than cash as far as possible. This helps ensure that the bursary is spent for the reasons it was awarded. In-kind payments can include travel passes, vouchers or credits for meals, required books and required equipment. Any cash payments will be made by BACS transfer to the student's own bank account.

To continue to receive a Bursary, students must satisfy the following conditions:

- Have attendance not below 96%.
- Attend all required lessons.
- Ensure that they are punctual to registration and lessons.
- Obtain permission in advance for absences.
- Abide by the Sixth Form Agreement.
- Abide by the Sixth Form Behaviour Policy.

If overall attendance falls below 92% we reserve the right to review the Bursary allocation.

Please understand that the Bursary fund is limited and not all students will be eligible, not all costs can be covered and costs may not be covered in full.

Please be advised that all support is subject to government funding, rules and regulations and could be subject to change during the academic year.

Appeals must be made in writing to the Mrs S Merrigan, Head of Sixth Form explaining what is being appealed and why you believe the decision to be incorrect. Additional evidence may be required to support the appeal.

Full government guidance can be found here:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2020-to-2021-academic-year>



APPLICATION FOR 16-19 BURSARY

Please complete the information below in conjunction with your Parent/Carer and return to Mrs Merrigan.

Name..... Tutor Group

Please confirm which of the following applies and provide the appropriate evidence with this application. (Applications will not be considered without the appropriate supporting evidence)

Vulnerable Bursary

I am looked After by the Local Authority (In Care)	
I am a care leaver	
I am personally in receipt Universal Credit	
I am personally in receipt of Disability Living Allowance or Personal Independence Payments	

Supporting evidence should include:

- Written confirmation from the Local Authority of their current or previous looked-after status.
- A copy of their Income Support or Universal Credit award notice (in the student's name).
- A copy of their Universal Credit claim from DWP and evidence of their Disability Living Allowance.

Discretionary Bursary

I am in receipt of free school meals	
My household is in receipt of Universal Credit	
My household is in receipt of other benefits. Please state benefits.	

Number of dependent children in the household	
Monthly household income	
Distance travelled to school (miles)	
Method of transport used to travel to school	
Subjects studied in Sixth Form	
Any upcoming curriculum related trips or university visits/interviews:	

One of the following is required as proof of income:

- If a household receives Universal Credit, then three months' statements must be provided as evidence of income.
- A copy of the most recent P60.
- Certified letter from the DWP.
- Self -Employment Income evidence.
- HMRC tax Credit Award Notice or similar.
- Letter from the Jobcentre Plus confirming benefits.

Bank details of the student

1. Name the account is in:
2. Sort code:
3. Account number:

Data Protection

Information collected and processed by Ridgeway Academy complies with and is stored in accordance with the UK Data Protection Act. The information provided on this form will be used to process your application for an award from the 16 to 19 Bursary Fund and will not be shared with third parties other than Government Departments administering the fund centrally and to whom we have to report Management Information as requested.

I certify that the information given is, to the best of my knowledge and belief, correct and that I understand that the School may make enquiries as necessary to verify the information given. I confirm that I will notify the Local Authority of any change in my circumstances.

Student's signature Date

Parent/Carer name Parent/Carer signature